**COVID-19**

**Office of Finance and Operations Division of District Support**

**Student Tracking and Data Branch**

**DPP Guidance Education Continuation Plan**



Kevin C. Brown, Interim Commissioner Kentucky Department of Education

Office of Finance and Operations

Division of District Support

April 21, 2020

Table of Contents

[NEW GUIDANCE:  April 21, 2020 3](#_Toc38364457)

[END OF SCHOOL EDUCATION CONTINUATION PLAN 3](#_Toc38364458)

[NTI Calculation 4](#_Toc38364459)

[KDE Contacts 5](#_Toc38364460)

[KDE Field Staff 5](#_Toc38364461)

# NEW GUIDANCE:  April 21, 2020

## END OF SCHOOL EDUCATION CONTINUATION PLAN

An Education Continuation Plan was announced today by Gov. Andy Beshear and Interim Department of Education Commissioner Kevin C. Brown. The details are as follows:

* All districts shall be closed to in-person classes and activities through the end of the 2019-2020 school year.
* All districts shall continue using non-traditional instruction (NTI) to deliver instruction for the remainder of the school year.
* Unless there are extraordinary circumstances, logistical hardships or intervening public health concerns (explained below), all districts are required to achieve 1,062 hours of instruction for the 2019-2020 school year.  Districts may go beyond 1,062 hours if they wish to continue NTI to their previously determined closing day.
* The commissioner will grant all districts the ability to count every NTI day utilized during the 2019-2020 school year as a seven-hour day in the calculation to reach 1,062 hours of instruction.  Some districts already are permitted to count a seven-hour day because their normal instructional day is seven hours.   Because NTI relies not upon seat time but upon project and competency-based learning, a seven-hour equivalent day will be recognized by KDE for all NTI days for the 2019-2020 school year.  Use of a seven-hour day equivalent for NTI will result in all districts achieving 1,062 hours of instruction on or before May 29, 2020, with most districts likely to finish in mid-May.

## NTI Calculation

* If you do not have a seven-hour day of instruction and need to adjust your NTI Days to calculate seven hours, please do the following
  + Path:  *System Administration > Calendar > Calendar > Days*
  + Go to “Day Event,” and select “N: Non-traditional Instruction”
  + Under “Duration” and “Instructional Minutes” change the zero (0) in each box to 420
  + This will calculate a seven-hour, Non-traditional Day.  This must be done on every calendar for each NTI day listed.

Screen shot from IC to show where to put Non-traditional Instruction minutes. 


* All NTI Days may be changed to a seven-hour instructional day. You can use the multi-day event tab.
* Run the Calendar Summary Report to calculate the 1,062 hours
  + Path:  *KY State Reporting > KDE Reports > Calendar Summary Report*
  + This report will help districts figure out the last day of school.
  + KDE is currently working with Infinite Campus to enhance the Calendar Report. Enhancements to the report will provide an option to count all NTI Days as 7 hours/420 instructional minutes. Report changes will be available in an upcoming release. Please use the Calendar Summary Report for calculating hours to determine the last day of school.
  + Districts cannot round up minutes to reach 1,062 hours.
  + As in previous years, districts are not required to make up a total of five (5) hours missed each student instructional year that were missed as a result of student attendance days shortened due to emergency (Late arrival or early dismissal).  [702 KAR 7:140](https://apps.legislature.ky.gov/law/kar/702/007/140.pdf)
* The calculation of a district’s total instructional time on non-NTI days remains as it was.  You cannot use the NTI instructional time of seven hours on regular student attendance days unless that was already your instructional time on those days.
* Please see the 2019-20 School Year COVID-19 [Education Continuation Plan](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDAsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDA0MjAuMjA0MDQ3MjEiLCJ1cmwiOiJodHRwczovL2VkdWNhdGlvbi5reS5nb3YvY29tbS9Eb2N1bWVudHMvQ09WSUQtMTklMjBFZHVjYXRpb24lMjBDb250aW51YXRpb24lMjBQbGFuLnBkZiJ9.LoRnXlJ6-SbxRG42-v8cSM7VBIf_B4NfPASRNdLzwJw/br/77638327653-l) for further details.  This document includes guidance for districts that cannot meet the 1,062 instructional hours by May 29th.
* Please visit our FAQ sheet, [Student Tracking Data Branch Frequently Asked Questions](https://education.ky.gov/districts/enrol/Pages/COVID-19.aspx).

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